

TITLE, SERIES, GRADE: Chief, Public Integrity Section, ES-905

PAY RANGE: \$109,808 to \$152,000*

*SES pay is determined within the pay range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the agency mission, contingent on Department pay-setting rules.

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 06-CRM-SES-02

AREA OF CONSIDERATION: All Sources

OPENING DATE: 2/14/2006

CLOSING DATE: 3/10/2006

DUTY LOCATION: Public Integrity Section, Criminal Division, Washington, D.C.

NUMBER OF VACANCIES: 1 Position

JOB SUMMARY:

Incumbent serves as Chief, Public Integrity Section, reporting under the general supervision of the Assistant Attorney General for the Criminal Division and direct supervision of a Deputy Assistant Attorney General. The Chief provides leadership to an organization that is responsible for overseeing the federal effort to combat abuses of the public trust by government officials. The Section investigates, and, when warranted, prosecutes, corruption offenses involving public officials at all levels of government, election crimes, and campaign finance offenses.

MAJOR DUTIES:

Supervises the conduct of investigations and litigation carried on by the attorneys and support staff of the Section. Directly supervises prosecutions conducted by Section attorneys and coordinates the prosecution by U.S. Attorneys of some criminal cases involving abuse of the public trust by elected or appointed public officials, election crimes, and conflicts of interest. Supervises the preparation and review of indictments by section attorneys.

Participates in the drafting of Congressional testimony for pertinent hearings. Advises Department on legislative issues including corruption, conflicts of interest and election crimes. Advises Attorney General on matters relating to Special Counsel Regulations.

In addition, the Chief manages the Section's financial, human and technical resources allocations; ensures that resource enhancements necessary for proposed priorities are identified and justification for additional funding is prepared to ensure adequate funding level.

MANDATORY QUALIFICATIONS:

Applicants for this position **must** provide a narrative that demonstrates strong possession of all professional/technical skills listed below **AND** a narrative describing successful performance and creative leadership in prior managerial positions for each of the five Executive Core Qualifications (ECQ's) as established by the U.S. Office of Personnel Management (OPM) outlined below under Executive/Managerial Requirements. The ECQ's are designed to assess executive experience and management potential, not technical expertise. OPM's Guide to Senior

Executive Service Qualifications can assist you in writing an effective SES application. The Guide is available on OPM's Website at: <http://www.opm.gov/ses/handbook.html>

Professional/Technical Requirements:

- 1) Significant experience in supervising the development and prosecution of Federal criminal cases and reviewing the work products of attorneys;
- 2) Familiarity with Federal regulatory and investigatory agencies, on-going programs, and key national goals and priorities relating to public corruption;
- 3) Ability to establish and maintain harmonious relationships with the public, members of Congress, and Federal officials involved in public corruption cases and related matters; and
- 4) Ability to formulate and implement Departmental policies on all matters pertaining to assigned areas.

Specialized Education:

You must be a graduate from a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

EVALUATION:

Candidates will be evaluated on the **professional/technical requirements** identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history. If candidates are found to possess all professional/technical requirements, they will then be evaluated based on the **Executive Core Qualifications** as established by the U.S. Office of Personnel Management (OPM) outlined below.

Executive/Managerial Requirements:

ECQ 1 - LEADING CHANGE. This core qualification encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

- **Leadership Competencies:** Creativity & Innovation, Continual Learning, External Awareness, Flexibility, Resilience, Service Motivation, Strategic Thinking, Vision

ECQ 2 - LEADING PEOPLE. This core qualification involves the ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

- Leadership Competencies: Conflict Management, Cultural Awareness, Integrity/Honesty, Team Building

ECQ 3 - RESULTS DRIVEN. This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

- Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 - BUSINESS ACUMEN. This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

- Leadership Competencies: Financial Management, Technology Management, Human Resources Management

ECQ 5 - BUILDING COALITIONS/ COMMUNICATION: This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

- Leadership Competencies: Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Political Savvy, Written Communication

OTHER INFORMATION:

- The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee must be approved by the Office of Personnel Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.
- If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.
- Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.
- The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those

persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

HOW TO APPLY:

Applicants may choose one of three job application procedures. You may:

- (1) submit Optional Form (OF) 612, Optional Application for Federal Employment;
- (2) a resume – please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job (copies of the OF-510 are available in most Federal agencies); or
- (3) Standard Form 171, Application for Federal Employment.
- (4) For additional information or copies of forms, please call (202) 514-2811.

To receive full consideration, applicants must submit a separate supplementary statement addressing each of the Professional/Technical **and** Executive/Managerial Requirements listed above. Applicants must meet qualification requirements by the closing date of the announcement.

In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail at SES.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775.

Mailed applications **MUST BE RECEIVED BY CLOSING DATE** at:

Department of Justice/Criminal Division
McPherson Square, P.O. Box 27599
Attn: Ann Grace
Human Resources Management Staff,
Bond Building, Suite 5000
Washington, DC 20038

Applications must be **received by the closing date** to receive consideration.

CONTACT: Ann Grace

CONTACT PHONE: 202-305-4248

E-MAIL: SES.CRMJOBS@USDOJ.GOV

FAX: 202-353-0775

TDD: 202-514-7972